

2019-2020 Jessup Elementary PTA

Disbursement Request Form

Name: _____

Date: _____

Address: _____

Phone Number: _____

To the Treasurer:

Pay to the order of _____

Amount: _____ dollars and _____ Cents \$ _____

Approved: _____ Date _____

(Signature)

Title: _____

Purpose: _____

Itemize expenses below:

Please staple original receipts to this form prior to forwarding to the Treasurer.

Paid by Check no. _____

Date: _____

Treasurer: _____

(Signature)

Please note that your request will be processed as soon as possible, but may take up to 2 weeks for disbursement.

Thank You,

Jessup PTA